

EDITED KSA LISTING

CLASS: ASSOCIATE BUDGET ANALYST

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

	Knowledge of:
K1	Comprehensive knowledge of principles and practices of governmental budgeting and accounting cycles and timelines to prepare the Governor's Budget, allotments, etc., and review pertinent financial statements.
K2	Comprehensive knowledge of financial structure, uniform accounting system, and financial procedures of the State of California to be effective and accurate in their analysis of CALSTARS data, the Monthly Budget Plan, Costings, Fiscal Detail Sheets, Cost Control Reports, etc.
K3	Working knowledge of purposes, functions, and fiscal organization of the various State agencies (e.g., State Controller's Office, Department of Finance, State Personnel Board, Office of the Inspector General, Bureau State Audits, Public Works Board, etc.) to effectively communicate the needs/requests of the Department.
K4	Comprehensive knowledge of laws relating to financial administration of the State Government to implement policies and procedures as it relates to State budgeting.
K5	Working knowledge of principles of public and personnel administration in order to effectively communicate, properly handle, and process the requested/required information (e.g., reorganizations, changes in established positions, legislation, augmentations, reversions, redirections, etc.) while maintaining appropriate confidentiality.
K6	Comprehensive knowledge of organization and management principles to create and maintain the integrity of the Budget Office/Department.
K7	Comprehensive knowledge of principles and practices of public finance, research techniques, statistical principles and procedures to gather information, resolve issues, create initial analysis, ensure accuracy, and identify trends as it relates to the budget and fiscal policy.
K8	Advanced knowledge of computer software and standard office machines (e.g., spreadsheets, word processing, copier, calculators, fax machine, etc.) to ensure accurate, error free documents.
K9	Working knowledge of proper grammar and Departmental terminology in order to effectively communicate both in writing and orally.

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	Skill to:
S1	Develop various types of budget documents in order to effectively track, record, and communicate information to staff, program, and outside agencies.
S2	Analyze and solve difficult technical budget problems for management in a timely fashion.
S3	Establish and maintain cooperative relationships with control agency staff and others contacted in the scope of work.
S4	Analyze situations accurately and develop an effective course of action to complete assigned tasks in a timely manner.
S5	Speak and write effectively to communicate with peers, management, and control agencies.
S6	Differentiate between public and confidential information, sources, and documents to maintain the integrity and confidentiality of the information.
S7	Direct the work of others in order to complete assignments and accomplish goals.
S8	Organize work, workstation, and documents for ease of retrieval and time management effectiveness.

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	Ability to:
A1	Apply tact and diplomacy to effectively communicate.
A2	Analyze situations accurately and develop an effective course of action.
A3	Interpret, comprehend, and anticipate assignments from management.
A4	Follow directions and written procedures to understand and implement laws, rules, regulations, policies, and procedures.
A5	Research and gather data utilizing available resources (e.g., intranet/internet, Budget Database, reference books/manuals, etc.) to complete assignments.
A6	Lead others in order to establish and maintain cooperative relationships
A7	Create and use complex computer spreadsheets and word processing software in order to effectively communicate with peers, management, and control agencies.